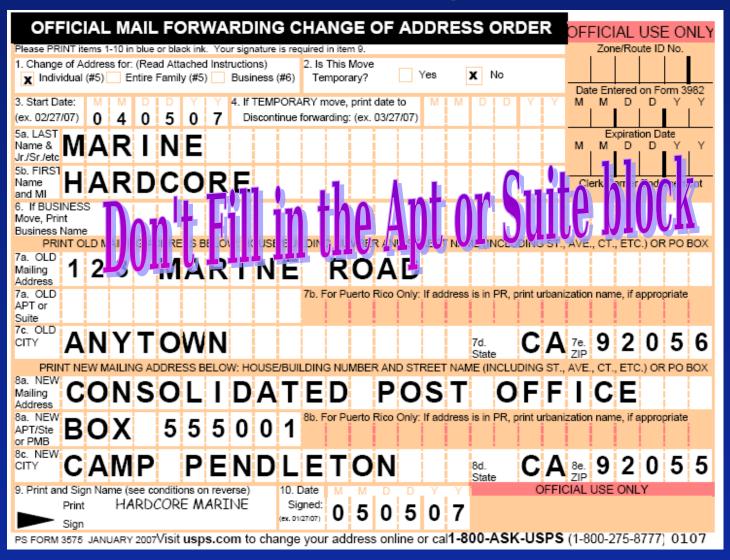


# Change of Address Cards PS Form 3575 (Military COA Examples)

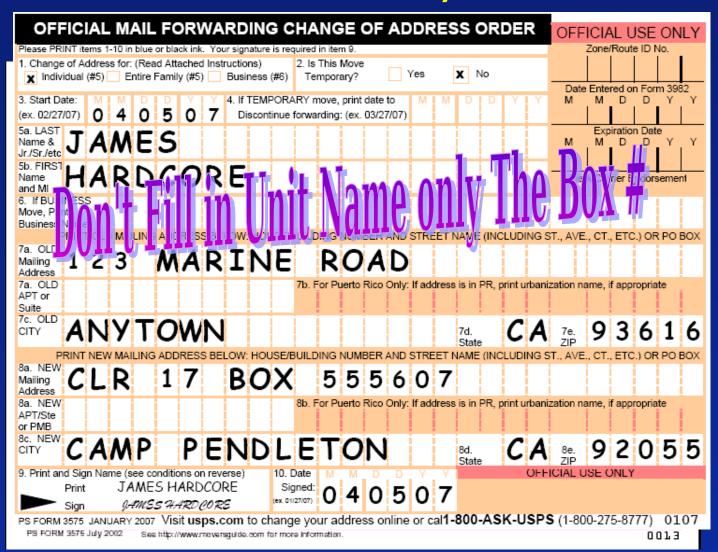


# CHANGE OF ADDRESS FORM - PS FORM (Incorrect Check-in Example Using Apt & Suite Block)



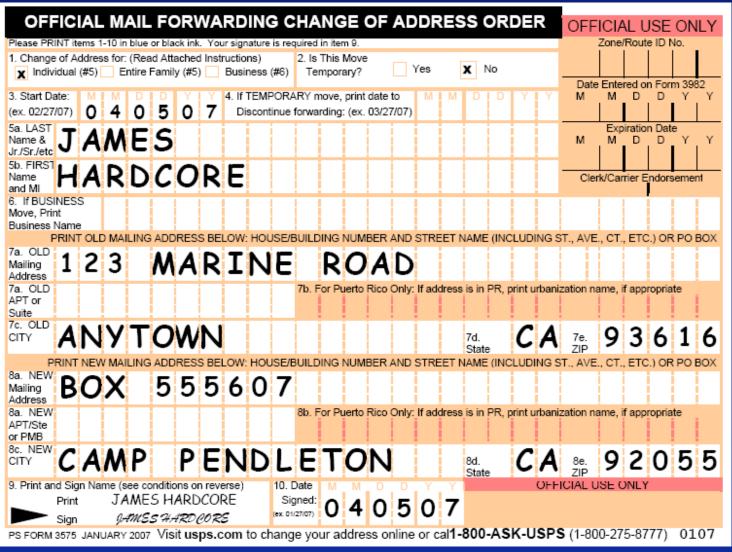


# CHANGE OF ADDRESS FORM - PS FORM (Incorrect Checking In with Unit Name & Box #)



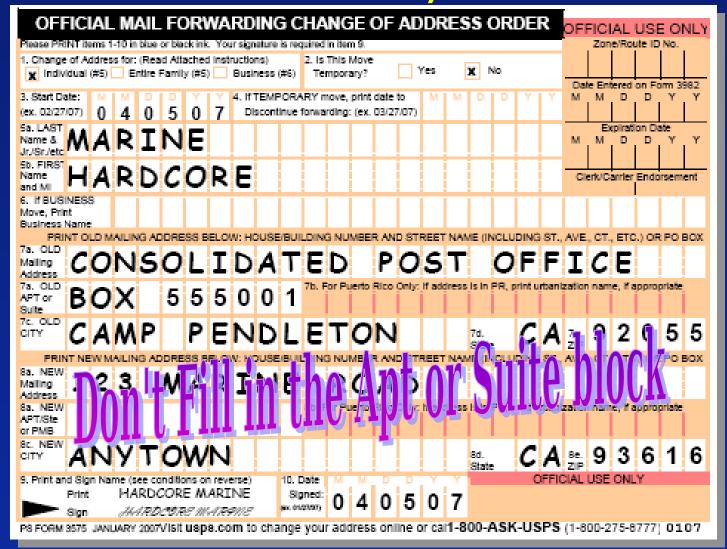


(Correct Checking In Example)



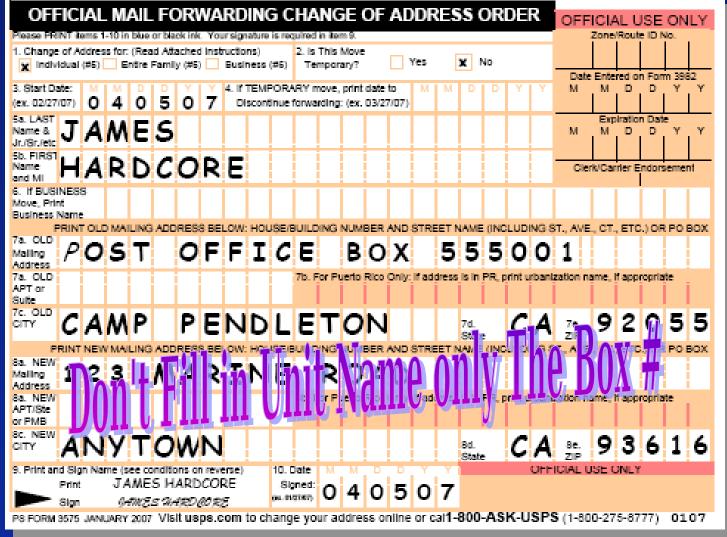


# CHANGE OF ADDRESS FORM - PS FORM (Incorrect Example Using Apt & Suite Block)



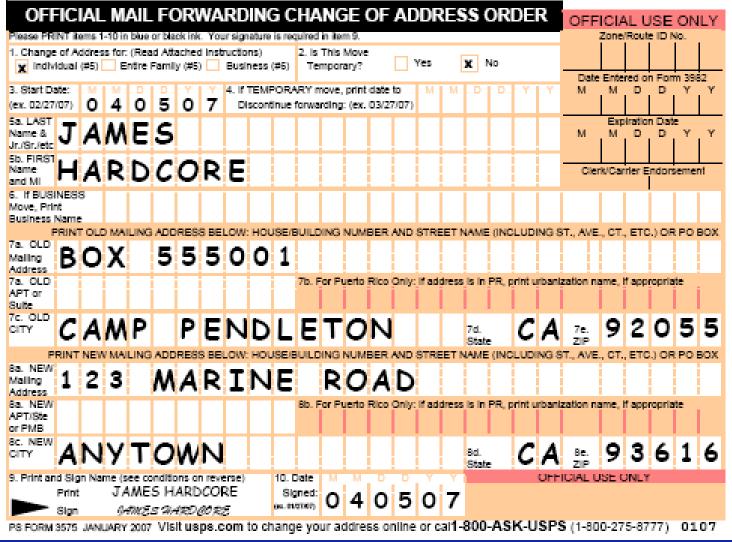


# CHANGE OF ADDRESS FORM - PS FORM (Incorrect Checking 575 Example with Unit name)



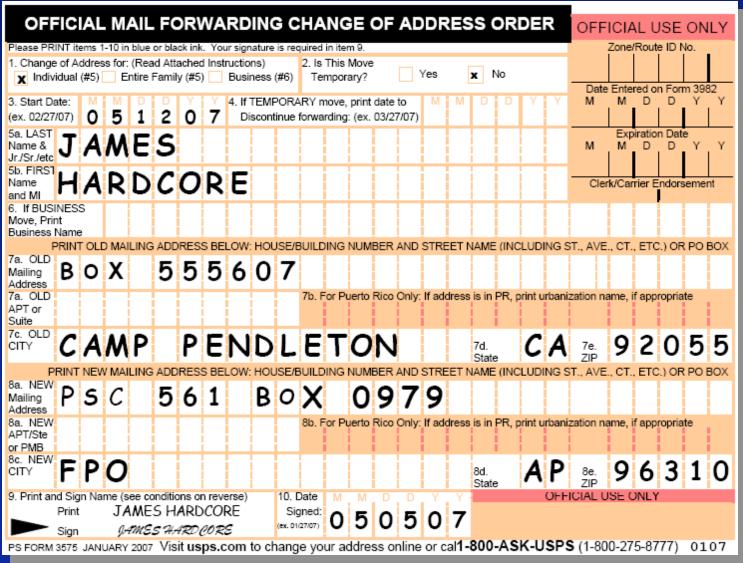


## CHANGE OF ADDRESS FORM - PS FORM 3575 (Correct Checking Out Example)





(Move to FPO Address)





#### (Printed Copy From the Internet)

ge of Address Order	http://www.usps.gov/cgi-bin/coa/cd
US POSTAL SERVICE - CHANGE OF ADDRESS ORDER - PS Form 357 [Postmasters, CFS managers, Carriers: Authorized for Official Use DMM 51, 01-01-97, F020.	
OFFICIAL USE ONLY Zone / Route ID No. Date Entered on Form 3982/ _/_ Expiration Date/ _/_ Carrier/Clerk Endorsement	
Change of Address for: Individual Start Date: August 1 Is This Move Temporary?:No	15, 1998
Last Name: DOE First Name: JOHN	
OLD ADDRESS	
Mailing Address : 1234 SOMEWHERE ST City, State, ZIP+4: ANYTOWN, CO 12345 - 6789	
NEW ADDRESS Urbanization Name : 'N/A' Mailing Address : 5678 SE CORNERSTONE BLVD City, State, ZIP+4: ANOTHERTOWN, TX 98765 - 4321	
Signature of person who PREPARED this form:  Date Signed :  Name of Preparer : JANE DOE  Daytime Phone : N/A  Email Address : N/A	AAA
OFFICIAL USE ONLY Verification Endorsement [ ]	
***Give this form to your letter carrier or mail it to the a	address below:***
CHANGE OF ADDRESS ORDER ATTN: CARRIER ROUTE # C015 UNITED STATES POSTAL SERVICE 1453 CARRIER WAY CARY CO 1234-9998	
NOTE: The person signing this form states that he or she is the person, officer, or agent of the person for whom mail would be forwarded unde false or inaccurate information on this form is subject to punishment by under Sections 2, 1001, 1702 and 1708 of Title 18, United States Code.	er this order. Anyone submitting of fine or imprisonment or both
PRIVACY ACT: Filing this form is voluntary, but your mail cannot be filed, your new permanent address will be provided to individuals and will occur <i>only</i> when the requestor is already in possession of your name Form 3576 to tell correspondents and publishers of address changes. As	companies who request it. This ne and old mailing address. Use



## **COA Form Completion Information**

- Write in all CAPS, No Punctuation & Use Black or Blue Ink
- The "Individual" block will be checked for all moves to or from Camp Pendleton (ZIP 92055) for single Marines or Sailors residing in the barracks.
- Military Addresses will go in the 1st line of Blocks 7a or 8a
  - Blocks 7a & 8a are restricted to 30 characters for CONUS addresses
  - The Box Number or Unit Number are the most important
  - Pendleton Units will be BOX 555XXX or PO BOX 43XXXX for Pulgas
- DO NOT USE the "APT or SUITE" Block



#### **COA Additional Information**

- USPS recommends that changes are submitted at least 14 days in advance. No more than 3 months in advance.
- Mail may take 7-10 days to start showing up directly after COA is submitted.
- USPS will forward 1st Class, Priority & Express Mail for 12 months with a Permanent COA.
- Newspapers & Magazines for 60 days (military will forward for a year if endorsed "Change of Address due to official orders." USPS states 60 days to APO/FPOs.



#### **ICOA/TCOA Information**

- Internet Change of Address (ICOA) Requests can be submitted via USPS.com or Telephone Change of Address (TCOA) at (1800-ASK-USPS)
  - Cost \$1 verification fee charged to your credit card. AMEX, Discover, Mastercard or Visa is accepted.
  - Credit Card must match Old or New Mailing Address.
  - The COA can be completed online (Moversguide.com), printed then mailed or taken to the local Post Office on the bottom of the form for free.
  - ICOA will not work with Camp Pendleton's unit addresses because they are listed in Address Management System as Business addresse; however, a hard copy COA can still be submitter.



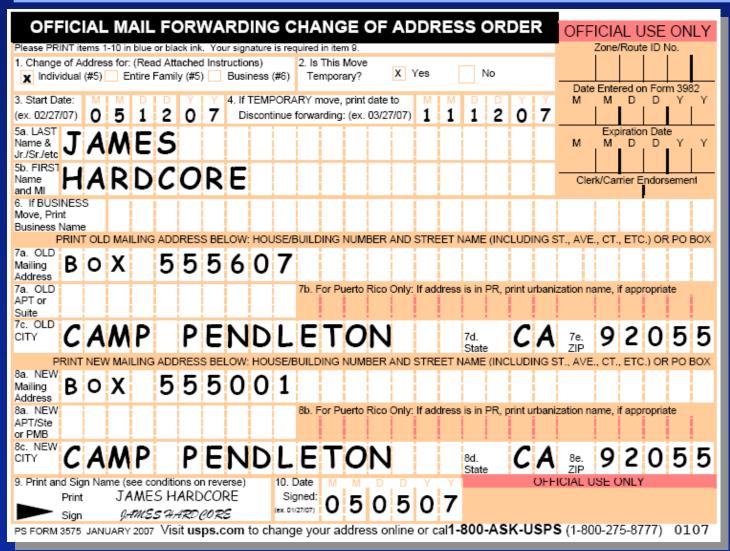
## COA INFORMATION (PS FORM 3575)

(Temporary Move Information)

- The Temporary Move is good for 6 months from the Start Date.
- A 2<sup>nd</sup> Temp COA can be submitted for a total of 12 months (No more than 12 months total are allowed).
- The Temp Move should be utilized for:
  - 6 Month UPD/MEU deployments.
  - Assignment to Temporary Assigned Duties (TAD) to On-Base or Off-Base addresses less than 7 months.
  - Temporary COA don't have to be re-submitted, forwarding order expires on the "End Date" or at 6 months.
  - The Minimum Temp Move Period is 14 days.



(Temporary Move On Base)





### COA IINFORMATION (PS FORM 3575)

#### **APO/FPO Move Information**

- APO/FPO addresses are limited to 22 characters to include the unit name and unit number.
- The COA will forward mail to a APO/FPO address but it should be a permanent change if more than 6 months.
- USPS.com can not be used for any APO/FPO moves it must be submitted with a hard copy COA.
- PS Form 3575 can not be used to forward mail from an APO/FPO at this present time. Service members must notify publishers, family and friends of their change of address.



## CHANGE OF ADDRESS FORM - PS FORM 3575 (Temporary Move to FPO Address)

